



INDIANA STATE ETHICS COMMISSION

AUG 28 2019

FILED

GIFT WAIVER FOR ROGER BOILLARD

Name of Agency: Indiana Department of Homeland Security (IDHS)

Name of Recipient: Roger Boillard

Title of Recipient: Assistant Chief of Boilers and Pressure Vessels

Description of the Gift: Due to his membership on the National Board, Mr. Boillard has been invited to attend the National Board's Trustees meeting and Chiefs' Technical Seminar in Columbus, Ohio on October 7-10, 2019. The National Board has offered to pay for Mr. Boillard's airfare, hotel, and some meals, with an approximate value of \$1,500.

Date of Receipt: October 7, 2019 – October 10, 2019

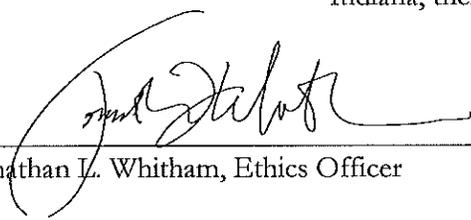
Name of Donor: National Board of Boiler and Pressure Vessel Inspectors

Donor's Address: 1055 Crupper Avenue, Columbus, OH 43229

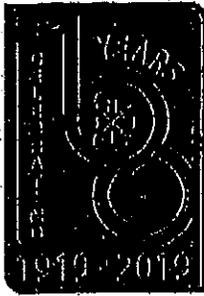
Nature of Business

Relationship with Agency: IDHS pays \$35.00 annually for Mr. Boillard's National Board Commission Card, which verifies his National Board certification.

Public Interest: Accepting this gift is in the public's interest because, during this meeting, Mr. Boillard will be participating in discussions regarding updates to the code and inspection methods, as well as potential future changes, which he can then bring back to IDHS and train the other Boiler and Pressure Vessel Section staff members. He will also have the opportunity to network with boiler and pressure vessel chiefs and inspectors from all over the country, which is valuable because boilers and pressure vessels often come into Indiana from other states. Networking is also helpful for resolving issues that may be novel in Indiana but have come up in other states. The overall impact of Mr. Boillard's attendance would be an improvement in IDHS's ability to inspect and regulate boilers and pressure vessels throughout Indiana, thereby improving public safety.


Jonathan L. Whitham, Ethics Officer

August 27, 2019
Date



**THE
NATIONAL
BOARD**

**OF BOILER AND
PRESSURE VESSEL
INSPECTORS**

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August 8, 2019

TO: All National Board and Advisory Committee Members

RE: October 2019 Meeting Notice

Dear Members:

The Board of Trustees meeting and Chiefs' Technical Seminar have been scheduled for the week of October 7 – 10, 2019 at the National Board Training and Conference Center in Columbus, Ohio.

The schedule for the week is as follows:

Monday, October 7, 2019 Board of Trustees Meeting

Tuesday, October 8, 2019 ASME Conference Committee
Member's General Discussion
Member's Meeting

Wednesday, October 9, 2019 Technical Program

Thursday, October 10, 2019 Technical Program

A schedule of the technical program topics and speakers will be distributed prior to the meeting. Important information regarding travel and accommodations is attached.

Moderators for the Member's Discussion Session are John Burpee, state of Maine and Robert Becker, state of Colorado. The purpose of the session is to have an open discussion on issues of mutual interest to National Board members. Please forward any topics you wish to discuss directly to Mr. Burpee and Mr. Becker.

I look forward to seeing everyone in Columbus. If you have any questions, feel free to contact me or Connie.

Sincerely,


David A. Douin
Executive Director

DAD:cjh

pc: Judy Longhenry
Marsha Harvey
J. D. Cook

N. Marrone
M. Fischke
G. Scribner



THE
NATIONAL BOARD
OF BOILER AND PRESSURE VESSEL INSPECTORS

National Board and Advisory Committee Member Request for Travel Form

Traveler (Your Profile on record will be referenced to best accommodate your preferences)	Name	
	Date of Request	
Date(s) of Travel	Departure Date	
	City of Departure	
	Destination City	
	Preferred Time of Departure	
	Return Date	
	Preferred Time of Departure	
Preferred Flights	Airline and Flight Number	
Reason for Travel	National Board Members Meeting and Technical Seminar	

NATIONAL BOARD POLICY



BOT 3.1 – Members Travel Revision 13

Approved by: *[Signature]*

Approval Date: 02/03/16

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1. Purpose

The purpose of this policy is to provide a clear and consistent understanding of the National Board's requirements for travel expense reimbursement and to explain requirements that promote the reasonableness of costs incurred by National Board members for travel expense.

2. Scope

This policy applies to all members of the National Board and the Advisory Committee.

3. Responsibilities

3.1 Traveler:

Travelers should spend National Board funds prudently. Business travel expenses will be paid by the National Board only if they are reasonable, necessary and in accordance with this policy. Individuals who incur business travel expenses should neither gain nor lose personal funds as a result of their travel.

The traveler is responsible for obtaining approval for business travel from the Executive Director prior to incurring any expenditures, and for the preparation and submission of travel expense report forms.

The traveler is responsible for submitting all forms related to his/her travel within 30 days of returning from the trip.

3.2 Executive Director:

The Executive Director is responsible for approving payment of travel expenditures in accordance with the provisions of this policy.

3.3 Controller:

The Controller is responsible for communicating current reimbursement rates for personal automobile use.

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4.3 Modes of Transportation

4.3.1 Domestic Travel Defined

Domestic travel is any travel within and between any of the 50 states of the United States and its possessions and territories. Travel to Mexico and Canada is also considered domestic.

4.3.2 Transportation Receipts

Except as described in 4.3.3, transportation receipts are required and must include dates, destinations and amounts and may be obtained from the travel agent, at the ticket counter or from the internet.

4.3.3 Air Travel

4.3.3.1 The air travel ticket cost may be direct billed to the National Board when the reservations are made by a National Board travel arranger.

*

4.3.3.2 When airfare is directly billed to the National Board, it must be identified as such on the Expense Report. An airline receipt need not be attached to the expense report.

4.3.3.3 Air transportation will be booked using nonrefundable tickets at the lowest convenient fare for domestic flights. Business fares are permissible for only that portion of a flight with a duration of six hours or more.

Exceptions may be allowed if the lowest-priced fare would:

- require circuitous routing;
- require travel during unreasonable hours;
- excessively prolong travel;
- greatly increase the duration of the flight;
- result in increased costs that would offset transportation savings;
- be inadequate for the medical needs of the traveler.

Justifications for any exceptions must be approved in advance by the Executive Director.

NATIONAL BOARD POLICY



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4.3.6.2 Travel from Home to Airport and Return

The requirements in Paragraph 4.3.6.1 apply.

4.3.6.3 Travel from Home to Business Meeting and Return

The requirements of Paragraph 4.3.6.1 apply.

The amount reimbursed (including mileage, hotel, meals, etc.) will be lesser of the actual costs incurred when traveling by auto or the amount it would cost if air transportation (based upon a nonrefundable ticket at the lowest convenient fare for one traveler) were used.

The traveler must separately document these specific expenses and include all receipts as required in this policy.

For trips exceeding 400 miles one way (driving distance), the following additional documentation is required:

An airfare quote, as provided the National Board's meeting and travel coordinator, must be submitted. The airline quote must be obtained at least 30 days prior to the planned trip.

The amount reimbursed for such travel-related expenditures will be limited to two days prior and two days following the business activity. (As an example, if a business meeting begins and ends on Tuesday, two days prior to the meeting would be Sunday and Monday and two days following would be Wednesday and Thursday.)

4.4 Lodging

When hotel room charges (room and tax) are directly billed to the National Board, they must be identified as such on the Expense Report, and lodging receipts are not required.

When hotel room charges (room and tax) are not directly billed to the National Board, a lodging receipt is required.

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4.7.2 Expenses for Meals for Others

There will be no reimbursement for expenses on behalf of others without approval from the Executive Director. When approved by the Executive Director, names of all parties in attendance, their affiliation and the nature of the business discussion must be provided.

4.7.3 Meals Provided by the National Board

If the National Board is providing the meals, there will be no reimbursement for meals purchased independently at alternate venues.

4.7.4 Recording of Gratuities

Gratuities for meals are to be included in the price of the meal and recorded as such on the expense report form. For example, a breakfast costing \$10 with a \$2 gratuity would be recorded as \$12 under "breakfast" on the expense report form.

* 4.7.5 Recording of Tips

For expense reimbursement purposes, tips are defined as "gratuities" given to bellmen or other individuals providing a service are to be recorded under "Miscellaneous" on the expense report form.

4.8 Receipts

* 4.8.1 Required Receipts

Receipts for lodging are always required unless direct billed to the National Board. Requirements for receipts for meals are described in Paragraph 4.7. All other expenses require dated receipts when the expense is over \$25. These receipts must be submitted with expense reports.

* 4.8.2 Other Expenses

Expenses \$25 and under (such as taxi fares or tips) do not require receipts. However, the amounts claimed must be accurate.

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4.11 Travel Expense Submittal

4.11.1 The completed and signed expense report form and all required receipts must be either mailed to the attention of the Executive Director or emailed to the Controller (scanned copies of the expense report and receipts are acceptable), as soon as practicable, but no later than 30 business days of return from the trip.

4.11.2 To prevent delays in processing, the traveler must ensure that all receipts are legible.